



Town of Hanover Conservation Commission

**NOTICE OF INTENT** application packets must include the following completed items:

1.  DEP WPA Form 3 with original signature of property owner
2.  Bylaw Supplemental Information Sheet
3.  NOI Plans Checklist and Plans meeting the requirements of the checklist
4.  Certified List of Abutters (from Assessor's Office)
5.  NOI Fee Schedule and Calculation Worksheet
6.  Check(s) for NOI fees (and for Guarantee Deposit Account if applicable)
7.  A copy of the Check sent to DEP, Boston for the State's portion of the State NOI fee
8.  Waiver of Timeframe for public hearing (if public hearing can not take place in 21 days)
9.  MA DEP Field Data forms
10.  Locus map: may be separate or an insert on the main plan
11.  If Stormwater Mgt. is required:
  - a. DEP's Stormwater Policy Checklist
  - b. Stormwater Calcs and Hydrologic Report(s)
  - c. Operation and Maintenance Plan, including snow storage/ removal

NOTE: You may submit a draft single copy to the Conservation Office for initial review prior to final NOI submission, which in most cases eliminates multiple plan revisions, and NOI corrections.

**SUBMIT TWO (2) SETS OF THE ABOVE DOCUMENTS TO THE CONSERVATION OFFICE**

You are required to send a third set including the plan and a copy of your payment to DEP, Lakeville.

If a Guarantee Deposit Account is required, an additional set of plans and NOI form will be required for the Commission's Wetland Consultant and should be submitted to the Conservation Office at least 10 days prior to the initial public hearing.

Use the Notification to Abutters form and Affidavit of Service found on [www.hanover-ma.gov](http://www.hanover-ma.gov) under *Forms and Permits- Conservation*